Use this report to display the leave balances with dollar amounts.

1. From the main screen, type transaction code: **ZTM_LEAVEBALANCEDOLS**.

2. Click the **Enter** button or press **Enter** to continue.

3. *Reporting Period* – Choose a period from the list, for example Current Payroll Period.

4. There are a couple of ways to search using this report:

   - Click **OrgStructure** to select an **Organizational Unit**.
     AND/OR

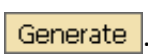   - Enter selection criteria, for example Personnel Number.

   NOTE: Click the **Multiple Selection** button to enter more than one PerNr.

5. Click the **Execute** button or press **F8** to execute.

6. The report displays.

7. Click the **Print** button.
   OR

   Export to Excel

   - From the menu bar choose:
     List ➔ Export ➔ Local File
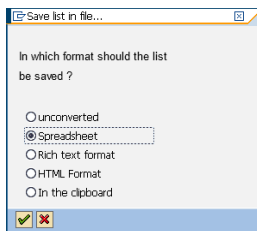
   - Choose **Spreadsheet**.
   - Choose the file location and type the file name.
   - Click **Generate**.

8. Click the **Back** button.